

POSTED
September 2023

JOB ANNOUNCEMENT

The following position is available with the **Oklahoma Department of Career and Technology Education**.

FEDERAL APPLICATIONS COORDINATOR

Perkins Administration

Provide leadership, oversight and support for the implementation of Perkins federal legislation and funding through state and local administration and coordination with eligible recipients, administrators, and management.

Position is based in Stillwater, OK. Some in-state and occasional out-of-state travel is required.

EDUCATION AND EXPERIENCE:

REQUIRED:

- Bachelor's degree
- Ability to analyze data; strong Microsoft Office skills (Excel, Word, and PowerPoint); and ability to interpret, document, organize and secure detailed information from federal, state, and local sources

PREFERRED:

- Minimum of two years of experience in federal grant administration

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide leadership and assistance at the state and local level for implementing Perkins legislation that supports the improvement, innovation, and performance of career and technology education programs and services.
- Participate in the coordination and implementation of the Perkins State Plan and annual revisions.
- Conduct eligible recipient local application review, approval, and reimbursement activities.
- Responsible for notifying schools each year of available funding and coordinating the dissemination and collection of allocation and option forms.
- Participate in desktop, virtual and onsite monitoring and local evaluations as indicated in the Comprehensive Perkins Monitoring and Technical Assistance Plan for eligible recipients, administrators, faculty, and staff.
- Participate in data collection and analysis for Perkins state and federal performance and accountability measures.
- Participate in the activities that coordinate Perkins legislation with other state and federal initiatives.
- Provide technical assistance to state staff and eligible recipients regarding Perkins legislation and Uniform Grant Guidance including providing training activities and workshops.
- Maintain appropriate and accurate documentation for state and federal audits and monitoring.
- Participate in professional development activities, technical training, workshops, and in-service opportunities to effectively facilitate implementation of Perkins federal legislation.

Salary/Benefits: \$51,009.95 - \$56,773.95 commensurate with education or experience. Health, dental, life and disability insurance; flexible benefits plan; teacher's retirement; vacation/sick leave; paid holidays; employee assistance program; and flex-time options. Total salary and benefits package valued at \$63,110.72 - \$69,308.57.

Position posted for a minimum of 10 calendar days or until position is filled.

Send cover letter, including job title, and resume to:

Mail: Oklahoma Department of Career and Technology Education, Attn: Marie, 1500 West Seventh Ave., Stillwater, OK 74074.

Fax: 405/743-5186.

Email: applicant@careertech.ok.gov.

EEO employer.